



**STANDARD CONSTRUCTION OPERATING PROCEDURE**

City of New York Department of Design and Construction  
Division of Infrastructure Bureau of Construction

**SUBJECT: MAILBOX NOTICES**

SCOP..... : 02 -018G

**CATEGORY.... : ADMINISTRATIVE**  
**Subcategory : Notification**

Keywords ..... NOTICES, NEWSLETTER  
PROJECT LEAFLETS

**APPROVED:**

*Assistant Commissioner - William F. Lipski, P.E.*

Supersedes... : N/A  
Supplements.... : N/A  
Sheet..... : 1 of 1

Issue Date..... : December 31, 2002

DDC requires that all jobsite personnel (Contractors, Consultants, and DDC staff) be reminded to adhere to the Federal Law which prohibits anyone, other than the employees of the Postal Service, to place any correspondence (Notices, Newsletters, Project Leaflets, etc.) in a private mailbox. Project notices should be conspicuously placed anywhere on the subject property, without defacing it. Please ensure that all DDC field staff, Consultants and Contractors are aware of this policy and that it is reviewed at all preconstruction meetings.